

SECRET

OFFICE OF TRAINING

NOTICE
No. 16-70

31 December 1969

SUBJECT : Roster of Weekend and Holiday Staff Duty
Officers (1 January through 1 July 1970)

REFERENCE: OTR Regulation No. 50-1, "Weekend and
Holiday Staff Duty Officers," dtd 11 Jun 69

1. OTR's Staff Duty Officers (SDOs) for weekends and holidays for the period 1 January through 1 July 1970 are listed in paragraph 4. A Staff Duty Officer who will not be available for the assignment on the specified date will arrange for a substitute from among the names appearing on this notice and will immediately notify the EA/TR on extension 3185 of the substitution.

2. The Deputy Director for Support does not require the Office of Training to maintain an SDO in place in OTR headquarters on Saturdays. It is expected, however, that the Office of Training Staff Duty Officer will remain at his residence during the time of his duty. If, however, he finds it necessary to be away from his residence, he is required to notify the CIA Watch Office (351-7551) and the CIA Security Office (351-6161) of his temporary absence, leaving any necessary information with both offices.

3. The Office of Training weekend or holiday Staff Duty Officer is to be familiar with the text of the referent regulation. During the week preceding his assigned duty he is to obtain the Office of Training Directory, especially compiled for information of SDOs, and to read a set of instructions concerning the duty. Both pieces of information are available in EA/TR, Room 807, 1000 Glebe.

GROUP I

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Approved For Release 2000/08/27 : CIA-RDP78-02990A000100040045-9

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Approved For Release 2000/08/27 : CIA-RDP78-02990A000100040045-9